



DHR LAUNCHES WAIVER PROCESS PILOT PROGRAM FOR PERSONAL SERVICES CONTRACTS

BY JOI SIMPSON

PERSONAL SERVICES CONTRACTS PROGRAM COORDINATOR

In an effort to evaluate the effectiveness of expanding the personal services waiver process and minimize the review of contracts that have minimal impact on the state's personnel system, the Division of Human Resources (DHR) is implementing a pilot program that will broaden the current personal services program waiver process. The pilot program is scheduled to begin October 1, 2003 and end October 1, 2004. At that time, DHR will evaluate the effectiveness of the program and make a decision as to if the process creates further efficiencies in the personal services review process.

DHR currently utilizes personal services program waivers for specific services, e.g., consulting services, IT services, and maintenance contracts. This pilot program will base the waiver process on statutory criteria instead of specified services, creating a statewide blanket waiver that eliminates the need for individual department program waivers. Specifically, any contracts that can be approved under CRS 24-50-504 (2)(b) through (2)(h) and 24-50-504 (3), contracts not implicating the state personnel system, will be covered under the broader waiver in the pilot. The following conditions will apply to all departments participating in this pilot program.

- Departments must have an HR professional(s) certified in Personal Services Contracts module of the Personnel Certificate Program to conduct personal services reviews.
- DHR will continue to review any personal services contract that falls under CRS 24-50-504 (2)(a) and 24-50-503, contracts that implicate the state personnel system. Services falling under these categories will

still be reviewed and certified by department HR offices, then submitted to DHR for final review and approval.

- Review of contracts that fall under CRS 24-50-504 (2)(b) through (2)(h) and 24-50-504 (3) is waived by DHR.
- Department HR professionals must review, certify, and sign appropriate documentation for any contract. DHR will provide the forms and sample pre-approval letters.
- All services currently performed by state programs, such as printing, training, data entry, etc., must have pre-approval from these programs before seeking outside contractors to perform the service. HR professionals must ensure that these pre-approvals are obtained before approving the request.

We hope this process will accomplish the following efficiencies.

1. The number of personal services contracts and purchase orders reviewed by DHR will be limited to those contracts approvable under CRS 24-50-504 (2) (a) and CRS 24-50-503, those that impact the state personnel system, which will eliminate seemingly duplicative review by DHR and allow staff to consult and monitor personal services activity.
2. Individual agency program waivers submitted to DHR will no longer be necessary for those participating in the pilot. The statewide blanket waiver process will replace all current agency program waivers and the statewide blanket waiver will be revisited and renewed on an annual

"Waiver Process Pilot" continued on page 2

“Waiver Process Pilot” continued from page 1

- basis. This will eliminate numerous staff hours required to establish and re-review these waivers both at the department and DHR levels.
3. This process will eliminate four days review time from the central review process for contracts that meet the conditions of the blanket waiver.
 4. This process can be implemented within a short time frame and does not require further rulemaking.

Under this pilot, HR offices will have some latitude to establish internal waivers for specific types of contracts, i.e., maintenance or services agreements, contract modifications, temporary services for any type of leave, and purchased services.

To participate in the pilot, a department head must submit a written request to Jeff Schutt, Division Director of DHR. The request should identify the processes in place to ensure compliance with conditions of the waiver and the pilot program. All departments are encouraged to participate in this pilot process.

Time line:

Activity	Target Date
Send draft waiver to agencies for review and collect comments.	September 12, 2003
Prepare agencies through communication, e.g., CATF, PAC, CCIT, HR Network, emails and publications, and PCP Personal Services Contracts Training.	Begin August 2003 (communication & PCP training)
Department Heads submit letter to DHR to participate in pilot waiver process.	September 19, 2003
Full pilot implementation	October 1, 2003
Incorporate into audits and conduct customer survey to evaluate effectiveness	August 2004
Pilot ends, determine pilot effectiveness, and how to proceed.	October 1, 2004

For more information about personal services contracts or the waiver process pilot program, contact Joi Simpson at joi.simpson@state.co.us or 303-866-5496.

THE WAIT IS FINALLY OVER!

You are cordially invited to the
GRAND OPENING CELEBRATION
 for the
STATE EMPLOYEE WELLNESS CENTER

WHEN: THURSDAY, AUGUST 21, 11AM - 1PM

WHERE: 1570 GRANT

(Please use the Wellness Center entrance located at the rear of the building on the northeast corner and avoid using the building's main entrance.)

The Grand Opening will give you the chance to view the exercise facility, meet the staff, ask questions, pick up membership forms, and perhaps win a door prize! Don't miss it!

See WWW.COLORADO.GOV/DPA under hot topics for details.